

# SUPERVISING INVESTIGATOR I DEPARTMENT OF CONSUMER AFFAIRS

## PROMOTIONAL EXAMINATION CONTINUOUS TESTING



### THIS IS A SWORN PEACE OFFICER CLASSIFICATION

The Department of Consumer Affairs provides equal employment opportunities to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. The use of illegal drugs is against state and federal laws, rules governing civil service and violates the special trust placed in public servants. Applicants for state employment are expected to be drug-free.

#### WHO MAY APPLY

1. Applicants must have a permanent civil service appointment with the Department of Consumer Affairs by the application cutoff date in order to take this examination; or
2. Meet the provisions of the State Personnel Rules 234 or 235; or
3. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or
4. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years, as defined in Government Code 19882; or
5. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991. (Applicants must submit a copy of Form DD214 along with their standard state application [STD. 678]). Veteran's Preference Credits are not granted in promotional exams.

#### HOW TO APPLY

Please submit applications (STD 678) to the address indicated below.

**Do not submit applications to the State Personnel Board.**

**NOTE:** All applications must include: "to" and "from" dates (month/day/year); time base, civil service class titles, and range, if applicable. Applications received without this information may be rejected. Resumes will not be accepted in lieu of a completed State Application, Form STD 678.

#### Submit State Application (STD 678):

##### Mail to:

Department of Consumer Affairs  
 Attn: Selection Services (E. Witherspoon)  
 P.O. Box 980428  
 West Sacramento, CA 95798-0428

##### Hand deliver to:

Department of Consumer Affairs  
 Attn: Selection Services (E. Witherspoon)  
 1625 North Market Blvd., Suite N321  
 Sacramento, CA 95834

#### SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements mark the appropriate box on the application and complete the special testing arrangements questionnaire. The Department of Consumer Affairs, Selection Services and Recruitment Unit will contact you to make special testing arrangements.

#### FINAL FILE DATE

There is no final filing date. Testing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

#### TESTING PERIOD

A candidate may test only once during any testing period. The testing periods for this classification are: January 1 through June 30 and July 1 through December 31.

#### SALARY RANGE

\$5369 - \$6802 per month

#### POSITION DESCRIPTION AND LOCATION

This is the working supervisory level in the series. Incumbents plan, organize and direct a staff of investigators assigned to a geographical area in a region; provide assistance to high-level staff in the development of policies and procedures; may be assigned to headquarters to assist a superior in planning, developing and directing a major investigative program; may be assigned Internal Affairs, Special Investigation and background investigative duties; may act as liaison with related law enforcement and allied agencies; may perform other administrative duties; and prepare reports and correspondence.

**Positions exist statewide with the Department of Consumer Affairs.**

#### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination on the date that they complete and submit their application to the above address.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

#### MINIMUM QUALIFICATIONS

Either I  
 One year of experience in the California state service performing the duties of a Senior Investigator, Department of Consumer Affairs.

Or II

Two years of experience in the California state service performing the duties of a Investigator, Department of Consumer Affairs, Range C.

Or III

**Experience:** Three years of progressively responsible experience as a peace officer involved in civil or criminal

**SEE NEXT PAGE FOR ADDITIONAL INFORMATION**

**MINIMUM  
QUALIFICATIONS  
CONTINUED**

investigative work, including or supplemented by at least one year of supervisory experience in an investigative assignment. (Experience in California state service applied toward this requirement must include at least two years performing duties of a class at a level not less than that of Investigator, Department of Consumer Affairs, Range C.);

and

**Education:** Equivalent to two years of college with a major in criminal justice, police science, law enforcement or criminology.

**DEFINITION OF  
TERMS**

The words "**performing the duties of...**" means the applicant must have the amount of experience in State service in the class specified (or on a training and development (T&D), or **approved** out-of-class assignment to the class.)

**Equivalent to two years of college-** Associates Degree, completion of the number of units typical of two full years of college (60 or more semester units or 90 or more quarter units) with a major in criminal justice, police science, law enforcement, or criminology.

**Peace Officer-** A sworn officer who meets all standards imposed by law on a peace officer as defined in the California Penal Code, Section 830.1; 830.2; 830.3.

**SPECIAL  
PERSONAL  
CHARACTERISTICS**

Willingness to work in various locations throughout the State and at odd and irregular hours; keenness of observation; good memory for names, faces, places, and incidents; tact; willingness to associate with criminally inclined persons and environments; satisfactory record as a law-abiding citizen; ability to work under stress and adverse conditions; and possession of a valid California driver's license of the appropriate class issued by the Department of Motor Vehicles.

**SPECIAL PHYSICAL  
CHARACTERISTICS**

Good health, emotional maturity and stability; sound physical condition; strength, endurance and agility necessary to cope with the demands of the job; normal hearing; normal vision or vision corrected to normal; weight proportional to age and height.

**CITIZENSHIP  
REQUIREMENT**

Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship at least one year prior to the final file date for this examination. The one-year requirement does not apply to permanent resident aliens who have applied for peace officer classes prior to their 19<sup>th</sup> birthday.

**MINIMUM AGE**

Minimum age at time of appointment: 18 years. **(Applicants must state their birth date on their application.)**

**FELONY  
DISQUALIFICATION**

Existing law provide that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to, positions in this class. In addition, use of "hard drugs" (e.g., heroin, cocaine, or hallucinogenics) at any time as an adult constitutes basis for disqualification from peace officer examinations.

**BACKGROUND  
INVESTIGATION**

Pursuant to Government Code Sections 1031(a) and 8880.38 all persons successful in examinations for this class will be required to undergo a thorough background investigation prior to appointment.

**PSYCHOLOGICAL  
REQUIREMENT**

Government Code Section 1031(f) and POST Regulation 1002(a)(7) requires psychological screening of applicants for peace officer classifications.

**EXAMINATION  
INFORMATION**

**QUALIFICATIONS APPRAISAL – WEIGHTED 100%**

This examination will consist of a Qualifications Appraisal Panel Interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

**Candidates who do not appear for the interview will be disqualified.**

**EXAMINATION  
SCOPE**

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis on the Qualifications Appraisal Panel Interview will be directed by measuring competitively, relative to job demands, such competitor's:

**Knowledge of:**

1. Administrative and criminal investigative techniques.
2. Interview and interrogation processes and procedures.
3. Provisions of the Government Code, Health and Safety Code, Business and Professions Code, California Penal Code, Controlled Substances Act, and other related codes.
4. Administrative and criminal procedures.
5. Methods used in securing and preserving of evidence.
6. General training techniques and methods as applied to peace officer training.
7. Laws of arrest.
8. Search and seizure.
9. Principles and techniques of supervision.
10. Advanced training techniques and methods as applied to peace officer training.
11. The Department's Equal Employment Opportunity Program objectives.
12. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment objectives.

(continued on next page)

**SEE NEXT PAGE FOR ADDITIONAL INFORMATION**

---

**EXAMINATION  
SCOPE CONTINUED**

**Ability to:**

1. Develop techniques, methods and skills required in the conducting of administrative and criminal investigations.
2. Apply laws and rules of evidence to specific situations.
3. Gather and analyze facts and evidence and present such evidence as required.
4. Analyze situations accurately and take effective action.
5. Participate actively in surveillance investigations.
6. Interview and interrogate.
7. Effectively control informants, paid operatives and confidential informants.
8. Appear as an expert witness.
9. Use and maintain firearms.
10. Serve subpoenas, write and execute search warrants and subpoena duces tecum.
11. Prepare accurate investigation reports.
12. Establish and maintain cooperative working relationships.
13. Communicate effectively both orally and in writing.
14. Plan and conduct the most difficult, complex and sensitive administrative and criminal investigations.
15. Effectively supervise the work of a team of investigators and other administrative personnel.
16. Conduct and conclude background and internal affairs investigations.
17. Independently direct a special project or assignment in a given geographical area or region.
18. Effectively contribute to the Department's equal employment opportunity objectives.

---

**ELIGIBLE LIST  
INFORMATION**

A promotional list will be established for the Department of Consumer Affairs. Names of successful candidates are merged onto the eligible list in order of final scores, regardless of testing date. Eligibility expires in 12 months after it is established.

---

**VETERANS  
PREFERENCE**

Veteran's preference credit is not granted in promotional exams.

---

**QUESTIONS?**

If you have any questions concerning this announcement, please contact the Department of Consumer Affairs, Selection Services & Recruitment Unit, 1625 N. Market Blvd, Suite N 321, Sacramento, CA 95834, (916) 574-8370.

---

---

**GENERAL INFORMATION**

**The Department of Consumer Affairs** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**For an examination without a written feature**, it is the candidate's responsibility to contact the Department of Consumer Affairs, Selection Services and Recruitment Unit at (916) 574-8370 three weeks after the final filing date if he/she has not received his/her notice.

**If a candidates notice** of oral interview fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

**Examination Locations:** Interviews will be held in Northern and Southern California.

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov).

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be rated on pre-determined rating criteria. All candidates who pass will be ranked according to their scores.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**If High School Equivalence is Required:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**NOTE: For peace officer classifications please refer to the testing department for special requirements.**

**Felony Disqualification:** You are disqualified from being employed as a peace officer if: (1) You have been convicted of a felony in California or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in California; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): (1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; (2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; (3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

**TTY** is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.